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1991-92 UNOPA Executive Board Minutes, September

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UNOPA EXECUTIVE BOARD MEETING
September 5, 1991

DATE AND PLACE:

X UNOPA's Executive Board met Thursday, September 5, 1991, at 3:30 p.m. in the Conference Room of the Nebraska Reunion, City Campus.

MEMBERS PRESENT:

Jeanne Andelt
Kathy Bennetch
Luise Berner
Monie Brownson
Jan Harris

Sandy Lineberry
Lorraine Moon
Linda Pence
Bonnie Reese

Deb Ruthsatz
Michelle Sieber
Anna Simmons
Lola Young

Absent: Dora Dill
Sheila Perry

Susan Ray
Ronda Vietz
Judy Winkler

Guests: Kim Robbins, Diane Cihal, and Carol Bom, Ways and Means Committee Members

CALL TO ORDER:

The meeting was called to order by President Sandy Lineberry at 3:30 p.m.

APPROVAL OF MINUTES:

The August 6, 1991, minutes were approved as printed.

The minutes of the Special UNOPA Executive Board Meeting held August 22, 1991, were approved with the following corrections: (1) under DATE AND PLACE, 4:00 p.m. changed to 12:00 p.m.; (2) under UNFINISHED BUSINESS, third paragraph, last sentence, "recognition that" changed to "recognition than"; (3) sixth paragraph, third sentence, "votes give" changed to "votes given"; and (4) "adjourned at 5:15 p.m." changed to "adjourned at 12:45 p.m."

COMMUNICATIONS:

Corresponding Secretary Lola Young indicated she had communicated with and received a response from Mr. Brad Munn regarding support for upcoming professional development meetings for UNOPA members. He indicated his office would not provide support for the NEOPA Fall Conference since it is being held here in Lincoln. Mr. Munn did offer support for transportation and registration to the regional meeting at Jefferson City and the NEOPA Spring Conference at Wayne. Also, he will assist with transportation (vans) to the 1992 National Convention in Biloxi.

Ten registrations for the NEOPA Fall Conference have been received thus far by Corresponding Secretary Young. Anyone planning to attend should send their registration to Lola and she will submit them as a group (deadline is September 20).

ANNOUNCEMENTS:

Included in our information packet for today:

- Letter from Dr. Goebel regarding Floyd S. Oldt Award.
- New meeting list--note Board meetings at East Union have been moved to SREC Conference Room except for December meeting.
- NEOPA membership application and fall conference registration forms included; we are encouraged to join and participate in fall meeting.

- Seating chart for September general meeting; please be ready to start promptly at 11:50 a.m.
- Treasurer's report; proposed budget for 1991-92.
- Food Bank as possible project for coming year.

President Lineberry indicated that instead of recognizing individual board members for outstanding service to UNOPA for this year, she would be recognizing committee members. She encouraged all directors to submit nominations for deserving committee members for her consideration.

TREASURER'S REPORT:

Jeanne Andelt moved that the Treasurer's Report (September 5, 1991) as submitted be approved. Deb Ruthsatz seconded the motion. **Motion carried.**

Also submitted for review and discussion by Jeanne was the proposed budget for 1991-92. The various areas and rationale for changes were discussed. The proposed budget will be taken as submitted to the general meeting in October for approval by the membership.

STANDING COMMITTEE REPORTS:

Awards (Deb Ruthsatz): Fliers are out for the Boss of the Year award. Nominations will be judged by Professional Secretaries International (PSI).

Employee Concerns (Jan Harris): The members of the various Employee Concerns committees will be meeting September 27 and will try to meet each month thereafter. Jan indicated she is working on representatives for Sue Tidball Award and Sick Leave Bank committees. Patti Lutter has reported great success in regard to the Reclassification Committee. Jan brought up the possibility of conducting "roundtable" brown bag luncheon meetings open to all Office/Service employees to deal with various concerns. It was the consensus of the Board to approve the general outline as presented.

Foundation Account (Sheila Perry): President Lineberry reported that progress has been made. Sheila will be making a detailed report at the October meeting regarding the Foundation funds.

Hospitality (Susan Ray): Susan will be making a presentation at the September meeting regarding use of the Shuttle. This activity will need to be self supporting. If use does not meet cost, service will be dropped.

Membership (Monie Brownson): Monie reported all mailings have been sent. To date 95 have returned their membership applications. Monie also reminded the Board to keep her (and also President Lineberry) posted regarding any changes in committee membership.

Nominating (Dora Dill): No report.

Professional Growth (Linda Pence): Pat Fleming will be coming in October to conduct two workshops (morning session will be different from afternoon session). Fliers will be sent out shortly.

Linda also encouraged us to bring UAAD members/managerial people to October meeting for PSP presentation. She indicated that to get PSP you need not be a local or state member; just affiliated with national.

Publicity (Ronda Vietz): UNOPA obtained permission to use display case outside City Campus Union near the fountain--watch for it!!!

Program (Kathy Bennetch): Ken Cauble as speaker for the September meeting has been confirmed. Tom Zorn, Chair of the Budget Reduction Review Committee, will be the October general meeting speaker. Also in the audience to help field possible questions and concerns will be Faye Moulton and Roshan

Pajnigar from Human Resources. Making presentations in October will be Sheila Perry, Foundation funds; and Jeanne Andelt, PSP. The December meeting will be at Valentino's and facilities seem well suited for our group.

Salary Issues (Lorraine Moon): To date, not much activity. Lorraine and Judy will be meeting in a couple of weeks to get things going. They will be contacting George Tuck and also will visit with Faye Moulton.

Ways and Means (Bonnie Reese): Bonnie introduced several of her committee members who were guests at today's meeting. They will be out on the streets Saturday selling visors and balloons. Our name is also on the list for clean up and concessions for home football games. The committee is thinking about selling t-shirts and perhaps having a design contest. Her committee also felt selling candy could be a good money-maker for UNOPA and asked the Board to reconsider its position. The issue will be discussed again at October Board meeting. Bonnie indicated that any and all volunteers would be greatly appreciated.

Constitution/Bylaws (Sue Drammeh): President Lineberry reported that progress is being made. The committee will again be meeting next week.

UNFINISHED BUSINESS:

- The monetary award for the Floyd S. Oldt Boss of the Year Award has been negotiated at \$500.
- In regard to the Silver Pen Award, Interim Chancellor Goebel would not accept our proposal to include UNOPA in the title. Linda Pence made the motion to accept Chancellor Goebel's proposal to rename the award the "Floyd S. Oldt Silver Pen Award" and the accompanying \$600 monetary award. Lola Young seconded the motion. **Motion carried with one "no."**
- Dr. Herb Howe is now an associate member recruited by Sandy Lineberry.
- Paint-A-Thon project has been dropped because of its complexity. We were expected to provide all supplies (brushes, scrapers, ladders, etc.) and make all arrangements.
- Luise Berner made a motion to provide a free UNOPA membership to the recipient of the Floyd S. Oldt Boss of the Year Award, the cost of which is to come from the Executive Officers budget. Deb Ruthsatz seconded the motion. **Motion carried.**
- Sandy Lineberry indicated that she has proposed to Dr. Howe that \$300 be awarded to the nominator of the Boss of the Year Award recipient. The proposal is under consideration.

NEW BUSINESS:

- Discussion was brought up about the needs of the Lincoln Food Pantry. Jan Harris moved that we take on as our project for the coming year donations to the Food Pantry. Jeanne Andelt seconded the motion. **Motion carried.** Collection boxes will be available at the general meetings starting in October.

ADJOURNMENT:

Meeting adjourned at 4.57 p.m.

Respectfully submitted,

Luise Berner

Luise Berner
Recording Secretary